

GENERAL SERVICES ADMINISTRATION
Washington 25, D.C.

Questions to be answered by agencies after reviewing July 1959
draft of U.S. Government Correspondence Manual

1. Should the coverage of the manual be changed? That is, should any parts or chapters of the manual be omitted from a publication intended for Government-wide use by stenographers and typists? What subjects, if any, should be added?
2. What corrections or revisions, editorial or otherwise, should be made in the text of the present draft manual?
3. What other comments or suggestions do you have for improvement of this manual?
4. Would your agency be willing to use, in whole or in part a satisfactory revision of this manual when it is published. At some later time when your existing manual goes out of print?

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SENDER WILL CHECK CLASSIFICATION FOR AND POSITION			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	DD/S	<i>C.E.B.</i>	9/11
2	Chief, Management Staff		
3	<i>6th - 10th</i>		
4	<i>10/6 16th 5th</i>		
5			
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks: <p>For necessary action.</p> <p>1 to 2: The attached was forwarded to this office with the request that a reply be prepared for the Director's signature by 23 October. Will you please prepare such reply and forward it for Colonel White's concurrence by 22 October.</p> <p><i>C.E.B.</i></p> <p>SUSPENSE: 23 October 1959</p>			
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